



Job Description

FINANCE AND ADMINISTRATION DIVISION Controller

The San Francisco County Transportation Authority is the sub-regional transportation planning and programming agency for San Francisco County. Our mission is to make travel safer, healthier, and easier for all. We plan, fund, and deliver local and regional projects to improve travel choices for residents, commuters, and visitors throughout the city.

SUMMARY

The Accountant Series in the Finance & Administration Division includes three levels of professional Accountants who process payroll, accounts payable, and accounts receivable, performs account reconciliations, prepares budgets and invoices used in billing federal, state and local agencies, handles cash management functions and assists in preparing supplemental schedules to support financial statements. The Controller plans, directs, coordinates, and manages the financial reporting, cash management, accounts payable, and payroll functions and collaborates in the accounts receivable and budget coordination.

Reports to: Deputy Director for Finance and Administration

Exemption Status: Full-Time, Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, organizes, and manages the fiscal and accounting activities consistent with established and accepted governmental accounting principles and practices, in sufficient detail to produce adequate cost, financial, and statistical data for management purposes.
- Directs the structure, development and maintenance of the enterprise resources management system. Establishes and maintains appropriate administrative and accounting policies, services, structures, controls and reporting systems. Collaborates with Policy and Programming division staff to ensure financial data interfaces other reporting systems.
- Directs and/or personally manage the monthly and year-end closing and reporting process. Reviews monthly, adjusting, and year-end adjustments. Oversees and reviews the general ledger, account reconciliations, and project module reconciliation to ensure data sync between modules.
- Oversees all vendor payments and Prop K sponsor's reimbursement activities. Manages all bank accounts, payments and transfer activities.
- Oversees all payroll activities including staff reimbursements, maintenance of control and subsidiary payroll records involving various salary withholding taxes, health insurance deductions, deferred compensation, etc.
- Oversees the preparation of actuarial studies and indirect cost allocation plan. Coordinates financial audits and acts as liaison to auditors.
- Oversees the monitoring for debt compliance and quarterly and annual reporting.
- Assists with the development of the annual work plan for the division.
- Supervises, develops, and evaluates professional and subordinate staff and counsels and disciplines staff.



SUPERVISORY RESPONSIBILITIES:

Supervises Staff and Senior Accountants. May supervise interns and external consultant teams.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Training and Experience: Completion of a bachelor's degree in a related field such as accounting, public administration or public finance with concentration in business. Five (5) years of progressively responsible experience in public, governmental or private sector accounting and certification as a Certified Public Accountant (CPA) is required. An equivalent combination of education and experience is accept

Knowledge: Knowledge of accounting and finance principles, methods, and applications, including generally accepted governmental accounting principles and government accounting standards (GAAFR, GAAP and GASB); revenue collection and management; principles and techniques of governmental organization and management; principles and techniques of financial/fiscal analysis and budgeting; principles and techniques of economic and policy analysis; application of statistical and other analytical methods; principles involved in the development and implementation of complex systems and procedures. Ability to design, establish, and supervise the maintenance of governmental accounting and financial systems; interpret applicable laws and regulations and determine fiscal impact; analyze a variety of complex problems and independently develop alternative solutions. Advanced proficiency with standard computer spreadsheet, word processing, database management and other office accounting and administration software.

Skills and Abilities: Ability to effectively administer, plan organize and direct a comprehensive accounting and finance system, i.e., Microsoft Dynamic AX accounting software, or software of a similar degree of complexity in a government agency and maintain an effective financial controls system; analyze and evaluate complex financial and fiscal problems and recommend effective solutions; collect, synthesize, and analyze a wide variety of information; conduct difficult analytical studies involving complex administrative and financial systems and procedures; work with authority and efficiency to identify and define problems, determine methodology, evaluate data, make recommendations with appropriate justification and develop/implement a plan of action; negotiate effectively; speak effectively and write clearly and concisely.

Physical Demands and Work Environment: The physical demands and work environment are characteristic of modern office work and include moderate noise (examples: business office with computers and printers, light traffic), and are representative of those an employee encounters while performing the essential functions of this job. Ability to travel on occasion.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Annual Compensation Range: \$127,422 - \$175,840.....Adopted July 26, 2022
Resolution 23-06**